

**Department of Information Services  
Customer Advisory Board  
January 26, 1998  
Meeting Minutes**

**Members present:**

Darrel Riffe, CAB Chair, Department of Revenue  
Phil Grigg, Department of General Administration  
Jim Griffith, Department of Ecology  
Thomas Bynum, Employment Security Department  
Jim Albert, Office of the Attorney General  
Doug Tanabe, Department of Personnel  
Deea Neimi, Department of Transportation  
Dan Parsons, Washington State Patrol  
Mary Ellen Bradley, Department of Fish and Wildlife  
Bob Darling, Department of Retirement Systems  
Tom Neitzel, Health Care Authority  
Dale Putnam, Department of Corrections  
Tom Parma, Department of Financial Institutions  
Faye Bronson, Department of Services for the Blind  
Shelagh Taylor, Department of Labor and Industries  
Judy Schneider, Department of Social and Health Services  
John Lowden, Community Technical Colleges  
Fran Muskopf, Department of Health  
Glen Seibilo, Department of Health  
Herb Potter, Department of Agriculture  
Barry Rau, Sterling & Associates  
Kim Lake, Sterling & Associates

**DIS Staff present:**

Todd Sander, Deputy Director, MOSTD  
Mike McVicker, Assistant Director, CSD  
Mary Lou Griffith, MOSTD  
David Koch, MOSTD  
Lourdes Collins, MOSTD  
Rich Martin, MOSTD  
Carolyn Barkley, Year 2000  
Donna Wells, Communications

***Call to order:*** Darrel Riffe, DIS Customer Advisory Board Chair, called the meeting to order at 1:30 p.m.

***CAB Sub-Committee Reports*** - Darrel Riffe

***County/Local Sub-Committee Report*** – Mike Almvig

Dan Parsons has been named Co-Chair of this Sub-committee. The Intergovernmental Network Principles draft was provided to the CAB for review. Any comments should be

directed to Mike Almvig, mike@co.skagit.wa.us. If no issues are identified with the draft, move for approval will be made at the next CAB meeting.

***Year 2000 Phase 3 discussion*** – John Saunders, DIS, and Barry Rau, Sterling & Associates

Barry stated they are currently working on Phase 2 follow up. Those agencies/programs that had a high risk rating received an automatic follow up in November, with results provided by December. Phase 3 begins in January 1998. The objectives are the same critical success factors and criteria as in Phase 2. Bi-monthly reports will be provided by Sterling through July of 1999. At that time monthly reports will be provided.

***Demonstration of Year 2000 reporting and inventory*** – Rich App, DIS

Rich gave a demonstration of the WEB pilot application for Year 2000 reporting. The application will be available as a pilot project in February. Anyone interested in participating should contact him directly.

***Portfolio Management*** – Todd Sander, Rich Martin, DIS

A presentation was given on the work done to date on Portfolio Management. The Information Services Board approved the concept of the project at their January 21, 1998 meeting. The Personal Services Acquisition Contract was awarded to R&G Associates LLC out of the Sacramento, California. Their first major task will be to complete a detailed work plan for the project, with continued involvement from the CAB.

***New Business:***

Mary Lou Griffith, DIS, provided a copy of the updated Information Technology Security Policy. The policy can also be accessed on the website at:

[http://www.wa.gov/dis/OITO/it\\_manual/html/secpol97.htm](http://www.wa.gov/dis/OITO/it_manual/html/secpol97.htm)

Meredith Rafferty, OFM, discussed the travel voucher process review that is currently underway.

Meeting adjourned.